

# SYSTEMETRICS HANDS-ON, PERSONAL COMPUTER SEMINAR

## Introduction to Crystal Reports

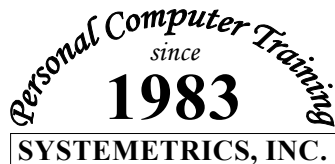
**Duration:** 1 day (6 hours)

**Prerequisite(s):** Familiarity with the Windows environment and at least one Windows application.

**Environment:** Microsoft Windows

**Version(s):** 8 through 11. Taught using Crystal Reports 8.\*

**Support:** Upon completion of this seminar, the student will be entitled to unlimited, free telephone support in Crystal Reports.



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**Who Should Take This Seminar:** *Introduction to Crystal Reports* is designed to introduce the student to Crystal Reports, the popular reporting product.\* Upon completion of this seminar the student will be able to design and use reports that summarize and analyze data from a variety of sources. *The student should be familiar with Windows basics and at least one other Windows application before taking this seminar.* Those uncertain whether this seminar is appropriate for them should call Systemetrics at (401) 275-2200.

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### Seminar Outline

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- I. Database Basics**
- II. Creating a New Report**
  - A. Using Crystal Reports Report Experts
    - 1. Standard reports
    - 2. Crosstab reports
    - 3. Form Letter reports
    - 4. Other types of reports
  - B. Importing Data
    - 1. Sources of data
    - 2. Using a single source
    - 3. Linking multiple sources
- III. Modifying report design**
  - A. Working with sections
  - B. Working with objects
  - C. Selecting records
    - 1. Setting criteria
    - 2. Using formulas
  - D. Sorting records
  - E. Refreshing data
- IV. Printing reports**
- V. Enhancing reports**
  - A. Using conditional formatting
  - B. Creating custom formats
  - C. Creating formulas
  - D. Inserting summary information
  - E. Incorporating charts in a report
  - F. Grouping records
  - G. Navigating among records
  - H. Using Drill-Down to view data
    - 1. From a report
    - 2. From a chart
- VI. Exporting reports**

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\*Over the years, many new versions of Crystal Reports have been released. While some of the screens and dialog boxes may differ and each new version offers increased functionality, the methods for performing the basic functions have, for the most part, remained the same. Many companies do not purchase Crystal Reports as a standalone product, but rather receive it as the reporting module in other business software packages. In most of those instances, the companies receive version 8 or 8.5 of Crystal Reports. In the handout for this seminar, where there is a difference in screens or dialog boxes among versions, those from versions 8 and 11 will be displayed.